

**MINUTES OF THE MEETING OF
May 7, 2018
PRODUCTIVITY INVESTMENT BOARD**

500 West Temple Street
Room 743
Los Angeles, CA 90012

PIB Members Present

Rodney Gibson, Chair
Jacki Bacharach
Viggo Butler
Nancy Harris
Shawn Landres
Jeffrey Penichet
Will Wright

PIB Members Absent

Jot Hollenbeck

PIB Advisory Committee

Arman Depanion, Co-Chair

CALL TO ORDER

Commissioner Gibson called the Productivity Investment Board (PIB) meeting to order at 10:00 a.m.

PRODUCTIVITY INVESTMENT FUND (PIF) PROPOSALS
(FISCAL YEAR 2017-2018, 4th QUARTER)

Commissioner Gibson reported that six projects are before the PIB for approval. Due to time constraints, proposals will be tabled after each presentation for further discussion.

18.14 – Chief Executive Office, for eCivis Grant Management Software System, \$448,200 Grant.

Fesia Davenport, Harvey Kawasaki, Lorena Bautista, Vincent Harris, and Jose Chew were in attendance from the Chief Executive Office (CEO) to support the proposal. Fesia Davenport, Harvey Kawasaki and Lorena Bautista presented and spoke on the project. The grant will be used to purchase a licensed program, which would centralize within the CEO, the identification, monitoring, and tracking of grant opportunities for Board priority populations. Implementation of the system is intended to maximize and leverage the County's revenue by assisting departments with the grant-pursuance process. A PowerPoint presentation accompanied the department's remarks.

After discussion, the proposal was tabled for further discussion.

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*“To enrich lives through
effective and caring service”*

18.15 – Child Support Services, *for Community Outreach Full Service Mobile Vehicle – Taking Child Support to the Community*, \$100,000 Grant.

Steven Golightly, Dean De Gruccio, Julie Watson, Daisy Noyola-Esparza, and Jennifer Coultas were in attendance from the Child Support Services Department (CSSD) to support the proposal. Steven Golightly and Julie Watson presented and spoke on the project. The grant will be used to acquire a Mobile Vehicular Unit (MVU) that will allow the department to deliver their services to the community. The MVU will be equipped with laptop computers capable of responding to case-specific inquiries in real time. The department will also accept payments, assist with case opening, and provide additional information regarding department services. The MVU will reach parents with limited ability to visit the CSSD office, such as those experiencing homelessness, those with disabilities, veterans, single parents with small children, those who work during regular business hours, and those who reside in remote areas of Los Angeles County. A PowerPoint presentation accompanied the department's remarks.

After discussion, the proposal was tabled for further discussion.

18.17 – Public Social Services, *for A Transformational Approach to Project Management*, \$69,040 Grant.

Marlene F. Smith, Danielle Gheorgiye, Verej Isanians, Andrew Neri, Erica Wills, and Maria Rivera were in attendance from the Department of Public Social Services to support the proposal. Danielle Gheorgiye and Marlene F. Smith presented and spoke on the project. The department informed the Board that the grant was revised from \$69,040 to \$44,120. The grant will be used to enhance the department's service delivery by implementing a multi-faceted approach to their current project management practices, enhance business outcomes of projects within department projects, and increase operational effectiveness. A PowerPoint presentation accompanied the department's remarks.

After discussion, the proposal was tabled for further discussion.

18.19 – Human Resources, *for Hiring Process Innovation*, \$300,000 Grant.

Lisa Garrett, Murtaza Masood, Epifanio Peinado, Carla Williams, Ann Havens, Roozan Zarifian, LaTisha Sturges, Alfredo Rocha, Darolyn Jensen and Stanley Yen were in attendance from the Department of Human Resources to support the proposal. Lisa Garrett, Murtaza Masood, Epifanio Peinado and Roozan Zarifian presented and spoke on the project. The grant will be used to fund the services of a human resources consultant with public and private sector expertise to work in partnership with the County to conduct a holistic, end-to-end review of the County hiring processes; identify transformative and innovative solutions that will result in efficient, innovative and

expedited hiring processes; develop high-quality pools of potential candidates; and enhance the selection of highly-qualified job candidates. A PowerPoint presentation accompanied remarks.

After discussion, the proposal was tabled for further discussion.

18.16 – Human Resources, for *Employment Program Management System*, \$300,000 Grant.

Lisa Garrett, Murtaza Masood, Epifanio Peinado, Carla Williams, Ann Havens, LaTisha Sturges, Alfredo Rocha, Darolyn Jensen, and Stanley Yen were in attendance from Department of Human Resources. Lisa Garrett, Murtaza Masood, Epifanio Peinado, Carla Williams, and LaTisha Sturges presented and spoke on the project. The grant will be used to fund the development and implementation of the Employment Program Management Systems (EPMS). The EPMS is a system that captures and tracks information from seven employment pipeline programs that were developed to support Board of Supervisors (Board) initiatives. These Board sponsored initiatives provide targeted populations with valuable experience and a pathway to permanent employment in the County or local employers, as these constituents are able to obtain the needed job skills. A PowerPoint presentation accompanied the department's remarks.

After discussion, the proposal was tabled for further discussion.

18.18 – Human Resources, for *Remote Proctored Written Test*, \$140,000 Grant.

Lisa Garrett, Murtaza Masood, Epifanio Peinado, Carla Williams, Ann Havens, LaTisha Sturges, Alfredo Rocha, Darolyn Jensen, and Stanley Yen were in attendance from the Department of Human Resources. Lisa Garrett, Murtaza Masood, Epifanio Peinado, and Darolyn Jensen presented and spoke on the project. The grant will be used to fund the use of Remote Proctoring as a critical enhancement to the County's Civil Service examination processes. Remote proctoring is a means by which job candidates taking a traditional paper/pencil civil service exam can do so on-line in the comfort of their homes and at a time of their choosing, rather than being required to appear in-person for a scheduled test event. Remote proctoring is a complement to the department's successful online testing program, which currently administers web-based assessments for those tests that do not require proctoring. A PowerPoint presentation accompanied the department's remarks.

After discussion, the proposal was tabled for further discussion.

FUND BALACE REPORT

Commissioner Gibson reported that as of today's meeting, there is a fund balance in the amount of \$4,693,151. The Commission is hoping to receive a new allocation in the Fiscal Year 2018-19 Supplemental budget in the amount of \$3.625 million.

FINAL RECOMMENDATIONS

Commissioner Gibson brought the projects back to the table for discussion and the following decisions were made:

18.14 – Chief Executive Office, for eCivis Grant Management Software System, \$448,200 Grant.

Commissioner Landres made a motion to approve a \$448,200 grant, seconded by Commissioner Bacharach.

Arman Depanian, Co-Chair, Productivity Investment Board Advisory Committee (Committee), reported that the Committee recommended the department emphasize this is a two-year pilot project. They also asked the department to obtain letters of support from the Office of Child Support/Office of Strategic Planning, which they presented today. The department made all the benchmarks the Committee set in April and recommend approval of the proposal.

After further discussion and questions, Commission Landres made a motion to amend the \$448,200 grant proposal to include an update on an evaluation of the Performance Measures (measures of success). The motion was seconded by Commissioner Bacharach and unanimously approved. (Commissioner Will Wright left early and did not vote).

Commissioner Landres will present the project at the Quality and Productivity Commission meeting on June 18, 2018.

18.15 – Child Support Services, for Community Outreach Full Service Mobile Vehicle – Taking Child Support to the Community, \$100,000 Grant.

Commissioner Bacharach made a motion to approve a \$100,000 grant, seconded by Commissioner Butler.

Arman Depanian reported the Committee asked that they provide more details on their budget (maintenance, fuel, and staffing). They reported today that the future cost for the vehicle would be absorbed in the general fleet cost down the line. The department added that they provide notice to the community of the MVU through its ambassadors and community events. The Committee also asked that they define their collaboration with Women and Girls Initiative and the Registrar-Recorder/County Clerk. They addressed the Committee's recommendation that they define their proposal as a pilot and they did that today. The Advisory Committee recommends approving the proposal.

After further discussion and questions, the motion by Commissioner Bacharach, seconded by Commissioner Butler for a \$100,000 grant was unanimously approved. (Commissioner Will Wright left early and did not vote).

Commissioner Bacharach will present the project at the Quality and Productivity Commission meeting on June 18, 2018.

18.17 – Public Social Services, for A Transformational Approach to Project Management, \$69,040 Grant.

Commissioner Butler made a motion to approve a \$44,120 grant, seconded by Commissioner Landres.

Arman Depanian reported that the Committee made several recommendations to amend their proposal, which they did today. They initially included internal items that the Committee felt the department could address in their operations budget and asked that they remove it from the proposal. The department did not cover the efficiency measures and more specifically, how it will reduce their budget. The Committee recommends approving the proposal.

After further discussion and questions, the motion by Commissioner Butler, seconded by Commissioner Landres, for a \$44,120 grant was unanimously approved. (Commissioner Will Wright left early and did not vote).

Commissioner Butler will present the project at the Quality and Productivity Commission meeting on June 18, 2018.

18.19 – Human Resources, for Hiring Process Innovation, \$300,000 Grant.

Commissioner Landres made a motion to change the \$300,000 grant to a \$300,000 Venture Loan, with the understanding that if the consultant makes a recommendation that leads to savings, the Commission sees some return of funds based on those savings. The motion was seconded by Commissioner Butler.

Arman Depanian reported the Committee asked the department to define their problem more clearly. Specifically what was the reason for reviewing the County's hiring process versus how they have done it in the past. The Committee asked how this proposal builds on previous studies done in the past on IT, which the department covered today. The Committee also asked for more details on their budget. The department gave a projection based on what considerations they think it will cost. The Committee asked for breakdowns on additional language with the new version and for more information on solutions. They have provided that information today. The Committee also asked the department to speak more on administrative issues on the

appeals process and Civil Service changes. The Committee had no recommendation for this proposal.

After further discussion and questions, the motion by Commissioner Landres, seconded by Commissioner Butler, to approve the proposal as a \$300,000 Venture Loan instead of a grant was unanimously approved. (Commissioner Will Wright left early and did not vote).

Commissioner Penichet will present the project at the Quality and Productivity Commission Meeting on June 18, 2018.

18.16 – Human Resources, for Employment Program Management Systems, \$300,000 Grant.

Commissioner Penichet made a motion to approve a \$300,000 grant, seconded by Commissioner Harris.

Arman Depanian reported that the department covered a majority of the Committee's recommendations during their discussion. The Committee asked the department to expand more on the benefits to departments and to show more about the functionality of the program on efficiencies and data collection, which they did today. The Committee recommends approving the proposal.

After further discussion and questions, a substitute motion was made by Commissioner Bacharach to not approve the grant and refer the proposal back to the department for a better defined proposal in the next quarter and including consulting with the Internal Services Department to see if they help with the development of the application, and weigh-in on more in-house expertise. The motion was unanimously approved. (Commissioner Will Wright left early and did not vote).

18.18 – Human Resources, for Remote Proctored Written Test, \$140,000 Grant.

Commissioner Landres made a motion to change the \$140,000 grant to a \$115,000 loan and a \$25,000 grant seconded by Commissioner Bacharach.

Arman Depanian reported the Committee requested they speak with the City of Los Angeles, since they have a similar program, as well as include an itemized budget. Also, they were asked to mention that the pilot may go Countywide, to note their collaboration with the Sheriff, and to explain security functions and liability issues. The updates were provided today. The Advisory Committee recommends approving the proposal.

After further discussion and questions, the motion by Commissioner Landres, seconded by Commissioner Bacharach to recommend approval of a \$25,000 grant and \$115,000

loan was unanimously approved. (Commissioner Will Wright left early and did not vote. Commissioner Butler stepped out and did not vote).

Commissioner Harris will present the project at the Quality and Productivity Commission meeting on June 18, 2018.

DISCUSSION ON THE PERFORMANCE MEASUREMENT AND DATA SHARING CAPACITY-BUILDING CHALLENGE

Commissioner Landres discussed the extension of the Productivity Investment Fund (PIF) Performance Measurement and Data Sharing Capacity-Building Challenge through Fiscal Year 2018-19. Based on both department and Productivity Managers' input, the Challenge question will be revised.

After discussion, and a motion by Commissioner Landres, seconded by Commissioner Bacharach, the PIB approved the extension of the PIF Performance Measurement and Data Sharing Capacity-Building Challenge Fund for \$500,000, including a revision to the questions. (Commissioner Will Wright left early and did not vote. Commissioner Butler stepped out and did not vote).

APPROVAL OF MINUTES

Commissioner Penichet moved to approve the minutes of February 12, 2018, seconded by Commissioner Harris. The minutes were unanimously approved.

DISCUSSION AND MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON A FUTURE AGENDA)

None

PUBLIC COMMENT

Stanley Yen stated that the Challenge questions were confusing. He also asked that it clarify whether a department's proposal that does not qualify for the challenge can be rolled over to a regular PIF. In addition, under the challenge, if the department has a pilot they are submitting, no data/performance measures would be available to submit.

ADJOURNMENT

On motion by Commissioner Penichet, seconded by Commissioner Harris the meeting adjourned at 2:15 p.m. The next PIB meeting will be August 8, 2018.